

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, January 20, 2016**  
901 University Avenue, Commission Room  
**8:15 a.m.**

**MEMBERS PRESENT:** Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau and Emily Ysebaert

**STAFF PRESENT:** Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Mechanic Foreman; Pam Manley, Business Grant Manager; April Herlache, Transportation Supervisor

**OTHERS PRESENT:** Lisa Conard, Brown County Planning; Alderman Dave Nennig and Vincent Caldara, MV General Manager

**1. Call the meeting to order**

Chair R. Kolb called the meeting to order at 8:17 a.m.

**2. Approval of Agenda**

J. Withbroe made a motion to approve the January 20, 2016 agenda. K. Kuehn seconded the motion. Motion carried.

**3. Approval of the minutes of the November 18, 2015 meeting**

K. Kuehn made a motion to approve the minutes from the November 18, 2015 meeting. R. Scannell seconded the motion. Motion carried.

**4. Action: Approval of the Green Bay Metro Loitering Policy**

P. Kiewiz stated by practice Metro has a loitering policy and has not allowed it. Metro has worked with the Police Department to enforce this policy. P. Kiewiz stated as we move to developing policy this is one that should be documented and posted. Metro did consult the city's Legal Department on development of this policy. P. Kiewiz stated generally speaking Metro does not have many issues with loitering.

Motion made by R. Scannell to approve the Green Bay Loitering Policy. R. Antonneau seconded the motion. Motion carried.

## **5. Action: Approval of the Green Bay Metro Drug & Alcohol Policy**

P. Kiewiz stated this policy is required by the FTA. In order to maintain compliance Metro had some standard housekeeping changes to make in the policy. Modifications consisted of title and name changes. The content itself has not been changed.

K. Kuehn asked if Metro was in compliance with the FTA.

P. Kiewiz stated yes, just tile changes were needed.

R. Antonneau asked if this is a boiler plate for all transits facilities.

P. Kiewiz stated generally speaking yes. Metro does have a zero tolerance policy that can vary in other locations. This policy is a requirement from the FTA, and must meet federal regulations.

Motion made by K. Kuehn to approve the Green Bay Metro Drug & Alcohol Policy.

E. Ysebaert seconded the motion. Motion carried.

## **6. Action: Approval of the ADA Paratransit Service Policy**

P. Kiewiz stated this is the policy document that is provided to everybody that applies for the Paratransit program. This document covers a wide range of information including eligibility, guidelines, and scheduling of trips. We updated our policy document to reflect some reasonable modification language that is required under the FTA. This language does not affect paratransit a great deal because it is an origin to destination trip. It does however, affect the Fixed Route service. This reasonable modification language will also be updated in the operator's manual. Riders can request a reasonable modification to the service or to the particular trip. Under ADA regulations Metro is required to provide for all reasonable modifications.

R. Kolb asked if this was the only change.

P. Kiewiz stated yes. Metro makes every attempt possible to review all policies and manuals annually.

Motion made by R. Antonneau to approve the ADA Paratransit Service Policy. E. Ysebaert seconded the motion. Motion carried.

## **7. Marketing Reports**

P. Kiewiz stated included in your packets you will find the marketing reports. P. Kiewiz stated currently, Metro is ahead of projected budget for this year. Staff is doing a great job. P. Kiewiz stated she would be happy to answer any questions the Commission would have.

The Transit Commissioners complimented Essie on doing a phenomenal job with advertising.

## **8. Operational Reports**

P. Kiewiz stated in your packets you will find several operating reports through 2015. P. Kiewiz gave a brief overview of the ridership reports for Fixed Route and Paratransit, mobility and bike comparisons on the Fixed Route System; as well as the monthly schedule adherences for November and December. P. Kiewiz stated she would be happy to answer any questions the Commission might have.

## **9. Finance Report**

P. Manley stated in your packets you will find the operating expense report for October and November. She gave a brief overview of the revenue and expense reports. Everything has been projected for the end of the year all under budget. Finance auditors will be coming early March. P. Manley stated that if the Commission would have any questions, she would be happy to address them.

P. Kiewiz stated next month we will not have finance reports for the Commission. Next reports will be provided after the finance audit is completed.

R. Kolb inquired about diesel fuel cost.

P. Kiewiz commented Metro's last purchase of fuel came in at \$1.02 per gallon. There are two variables in our budget that could either make us or break us. One is fuel and the other is paratransit trips. These are very difficult to project and both are out of Metro's control.

## **10. Directors Report**

Patty stated we would like to congratulate Roger for his reappointment. He will be with the Transit Commission for another 3 years. Roger has served for almost 50 years.

Staff is working on the Triennial Review. The FTA will be on site in late March.

P. Kiewiz stated in March she will be going to Washington D.C. with WURTA for the annual Fly-in.

Included in your packet is a thank you note from a passenger.

P. Kiewiz stated Metro has hired a new Operation Supervisor that will be attending our next meeting. He is a transfer from DPW department. He has been with the city for approximately 6 years. He will be starting on February 1<sup>st</sup>.

## **11. Other Business**

K. Kuehn inquired about the end of year finance audit is the same firm performing the audit.

P. Kiewiz stated yes.

K. Kuehn commented he basically makes certain we are performing our accounting based on the standards of the industry.

P. Kiewiz stated that was correct.

K. Kuehn commented that we should switch up auditors or firms, so we aren't having the same people complete the audit at Metro year after year.

P. Kiewiz agreed with Commissioner Kuehn and stated that City Hall in recent years have changed auditors, not company, just the auditor. P. Kiewiz stated this is something Metro will explore as well.

E. Ysebaert commented on how impressed she is on all the kudos that Director Kiewiz and her team receive. E. Ysebaert state "You're in an industry that you probably don't get a lot of compliments. Good job!"

## **12. Establish the date of the next meeting**

The next meeting of the Transit Commission is scheduled for Wednesday, February 17, 2016 at 8:15 a.m.

## **13. Adjourn**

Motion made by R. Antonneau, seconded by J. Withbroe, to adjourn at 8:43 a.m. Motion carried.

Respectfully submitted,

Essie Fels